"Put the Bots to Work for You: Tech for Today's Choir Director"

Conductors need tools just like mechanics and carpenters. In addition to the knowledge and skillsets to program music, rehearse a choir, and execute a performance, we also must ensure our ensembles run smoothly and properly. Tech can help.

We recommend conductors adopt apps/software solutions for the following categories:

COLLABORATION IN THE CLOUD

G-Suite (Google Drive)
Practical uses:
- shared cloud space to provide organizational reference documents to other ensemble leaders
- leadership collaboration on marketing and administrative documents
- collection of ensemble information through Google Forms
- shared databases of music, audience contacts, promotional materials, etc.

Similar alternatives: OneDrive, Dropbox, Box.net

Airtable
Practical uses:
- Grid view (one of the many formats) allows you to see your information as a spreadsheet which can be organized based on category, priority, department, deadline, and more
- You can integrate Airtable with all of the other apps you use, such as G-Suite, Facebook, MailChimp, Slack, LinkedIn, Dropbox, and many more
- Create "smart relationships" by linking relatable items across different tables

Similar alternatives: G-Suite

TASK MANAGERS

Todoist
Practical uses: managing any and all personal & professional projects

Similar alternatives: Google Tasks, Asana, Any.Do, Things

EMAIL CORRESPONDENCE

Look for:
- defer until later
- send later
- third-party integration

TextExpander
Practical uses:
- answer common emailed questions with a TextExpander form letter

- quickly insert names, email and mailing addresses, and phone numbers into web forms
- type long, complicated composer names in a few keystrokes
- insert the full citation of a book that you reference all the time
- paste the text of checklists you use all the time

Similar alternatives: PhraseExpress, Fast Keys

GROUP POLLING & SCHEDULING

Doodle
Practical uses:
- No time wasted with back-and-forth conversations about scheduling
- The app easily informs you when people are responding to the polls
- Simple and efficient design

Similar alternatives: PollUnit, Xoyondo

APPOINTMENTS

WhenWorks
Practical uses:
- coffee meetings with singers and board members
- college student office hour appointments
- avoid guessing when scheduling conference calls in other time zones

Similar alternatives: Calendly, YouCanBookMe, Google Appointments

GROUP COMMUNICATIONS

Remind
Practical uses:
- sending important announcements or reminders
- communicating last-minute venue changes or cancelations
- easily dispersing a link the entire group needs

Similar alternatives: Charms

GroupMe
Practical uses:
- provides a forum for singers to both discuss relevant ensemble topics
    AND non-choir related fellowship
- an easy way to share reminders, announcements, and media

Similar alternatives: Slack, Band

MARKETING-GRAPHIC DESIGN

Canva
Practical uses:
• Hundreds of free design options and templates
• Dimensions are available for every media platform
• Easily convertible into PNG, PDF, JPEG

Similar alternatives: PowerPoint

MARKETING-EMAIL

Mailchimp
Practical uses:
• advertise upcoming performances to your mailing list
• announce audition opportunities for your ensemble
• share your organization's latest news with your supporters
• send rehearsal notes & media to large number ensembles

Similar alternatives:
ConstantContact, Emma, Benchmark

MARKETING-SOCIAL MEDIA

Facebook Pages
Practical uses:
• Facebook GROUPS can be invitation-only and give the users the opportunity to post on the board and communicate easily about events, questions, etc.
• Facebook PAGES are profiles that users can follow. Create a FB Page if you'd like your group to subscribe to updates and have the ability to comment.

Similar alternatives: Instagram (not as collaborative)

Thomas Lerew, DMA — telerew@trevecca.edu
Ashley Vance — ajvance@trevecca.edu
Trevecca Nazarene University - Nashville, TN

**For a list and (non-affiliate) links to the specific apps/services Tom uses,
please visit thomaslerew.com/tools.**

To view this presentation's slides, please visit thomaslerew.com/botstowork.